

~~CONFIDENTIAL~~  
This Notice Expires 1 February 1964

PERSONNEL




25X1

#### FITNESS REPORTS

1. The increased attention which has been given to the preparation and submission of Fitness Reports since the recent adoption of the new format is bringing about a general improvement in this area. However, there are still frequent instances when a promotion is recommended for an employee on whom there is no current Fitness Report.

2. Fitness reports are the supervisor's principal means for documenting in the official record his estimate of an employee's performance and value. They are of particular significance in the comparative appraisals of individuals who are recommended for promotion.

3. In the future, therefore, the Director of Personnel will not process a recommendation for promotion in the absence of (a) the last Fitness Report scheduled in accordance with  or (b) a currently executed Fitness Report.

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FOR THE DIRECTOR:

DISTRIBUTION: A  
2B  
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